

Appendix R

Sexual Assault Prevention and Response Program Inspection Checklist

STAFF ELEMENT: Eighth Army Sexual Assault Prevention and Response Executive Agent

All aspects of the Commander's Sexual Assault Prevention and Response Program (SAPR) are subject to inspection. The Eighth Army Sexual Assault Prevention and Response Executive Agent have selected questions in the following Two Sections that are key factors in this program. The Two Sections are: SAPR Program Administration and SAPR Program Functions. SAPR Program Administration has seven areas and SAPR Program Functions has two areas.

Each one of the areas is graded on a Comply/Non-comply system with an overall rating of COMMENDABLE, SATISFACTORY, or UNSATISFACTORY. A COMMENDABLE Rating is awarded if a unit receives ALL Complies or N/As applicable to that area. A SATISFACTORY Rating is awarded if a unit complies on at least 80% of the sub-areas applicable in that area. An UNSATISFACTORY Rating is awarded if that applicable area does not meet the SATISFACTORY requirements.

SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA I. REQUIRED REFERENCES

(Note: all references must be the most current with changes if applicable)

1. DOD Directive 6495.01	_____	_____	_____
2. USFK 600-20, Sexual Assault Prevention and Response Program	_____	_____	_____
3. USFK Sexual Assault Prevention and Response Program Policy Letter	_____	_____	_____
4. AR 27-10, Military Justice (Includes Victim/ Witness Assistance)	_____	_____	_____
5. AR 195-1, Army Criminal Investigation Program	_____	_____	_____
6. AR 380-67, The Department of the Army Personnel Security Program	_____	_____	_____
7. AR 600-8-2, Suspension of Favorable Actions	_____	_____	_____
8. AR 600-8-8, The Total Army Sponsorship Program	_____	_____	_____
9. AR 600-8-10, Leaves and Passes	_____	_____	_____
10. AR 600-8-24, Officers Transfers and Discharges	_____	_____	_____
11. AR 600-20, Army Command Policy (CH 8, SAPR Program)	_____	_____	_____
12. AR 635-200, Active Duty Enlisted Administrative Separation	_____	_____	_____

SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

13. Army in Korea Supplement 1 to AR 600-20	_____	_____	_____
14. US Army in Korea Standards Handbook	_____	_____	_____
15. Eighth Army Sexual Assault Prevention and Response Program Policy Letter	_____	_____	_____
16. DD Form 2701, Victims and Witnesses of Crime	_____	_____	_____
17. DD Form 2873, Military Protective Order	_____	_____	_____
18. DA Form 4833, Commander's Report of Disciplinary or Administrative Action	_____	_____	_____
19. Commander's Sexual Assault Victim Assistance Checklist	_____	_____	_____

RATING FOR AREA I (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 15 sub-areas.

AREA II. MSC/BRIGADE/GROUP BULLETIN BOARD

1. Eighth Army Sexual Assault Prevention and Response Program Policy Letter. <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
2. MSC/Brigade/Group Sexual Assault Prevention and Response Program Policy Letter. NOTE: Must include an overview of the command's commitment to the Sexual Assault Prevention and Response Program, victim's rights, the definition of sexual assault, available resources to support victims, and specific statements that sexual assault is punishable under the UCMJ and other federal and local civilian laws and that sexual assault is incompatible with Army Values. <u>AR 600-20, 8-5o (17)</u>	_____	_____	_____
3. Name/Phone Number of the Area Sexual Assault Response Coordinator. <u>AR 600-20, 8-5o (15)</u>	_____	_____	_____
4. Victim Services Resource Chart. <u>AR 600-20, 8-5o (17)</u>	_____	_____	_____
5. Are Sexual Assault Posters displayed in high foot traffic areas of the unit- barracks, CQ area, HQ, Motor Pool, DFAC, Dayroom, etc? NOTE: At a minimum, posters must include the Area SARC information, Reporting Options, and the Sexual Assault Victim Hotline numbers. <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____

RATING FOR AREA II (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

**SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM
ADMINISTRATION**

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA III. BATTALION BULLETIN BOARD

1. MSC/Brigade/Group Sexual Assault Prevention and Response Program Policy Letter. AK Suppl 1 to AR 600-20

2. Battalion's Sexual Assault Prevention and Response Program Policy Letter.

NOTE: Must include an overview of the command's commitment to the Sexual Assault Prevention and Response Program, victim's rights, the definition of sexual assault, available resources to support victims, and specific statements that sexual assault is punishable under the UCMJ and other federal and local civilian laws and that sexual assault is incompatible with Army Values.

AR 600-20, 8-5o (17)

3. Name/Phone Number of the Area Sexual Assault Response Coordinator. AR 600-20, 8-5o (15)

4. Victim Services Resource Chart. AR 600-20, 8-5o (17)

5. Are Sexual Assault Posters displayed in high foot traffic areas of the unit- barracks, CQ area, HQ, Motor Pool, DFAC, Dayroom, etc?

NOTE: At a minimum, posters must include the Area SARC information, Reporting Options, and the Sexual Assault Victim Hotline numbers. AK Suppl 1 to AR 600-20

RATING FOR AREA III (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA IV. COMPANY BULLETIN BOARD

1. Battalion's Sexual Assault Prevention and Response Program Policy Letter. AK Suppl 1 to AR 600-20

2. Company's Sexual Assault Prevention and Response Program Policy Letter.

NOTE: Must include an overview of the command's commitment to the Sexual Assault Prevention and Response Program, victim's rights, the definition of sexual assault, available resources to support victims, and specific statements that sexual assault is punishable under the UCMJ and other federal and local civilian laws and that sexual assault is incompatible with Army Values.

AR 600-20, 8-5o (17)

3. Name/Phone Number of the Area Sexual Assault Response Coordinator. AR 600-20, 8-5o (15)

**SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM
ADMINISTRATION**

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

- | | | | |
|--|-------|-------|-------|
| 4. Victim Services Resource Chart. <u>AR 600-20, 8-5o (17)</u> | _____ | _____ | _____ |
| 5. Are Sexual Assault Posters displayed in high foot traffic areas of the unit- barracks, CQ area, HQ, Motor Pool, DFAC, Dayroom, etc?
NOTE: At a minimum, posters must include the Area SARC information, Reporting Options, and the Sexual Assault Victim Hotline numbers. <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |

RATING FOR AREA IV (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 4 sub-areas

AREA V. MSC/BRIGADE COMMANDER

- | | | | |
|--|-------|-------|-------|
| 1. Has at least one qualified Officer (CW3/MAJ or higher), NCO (SFC or higher), or civilian (GS-11 or higher) been appointed on orders signed by the MSC/Brigade Commander as a DSARC? <u>AR 600-20, 8-5o (11)</u> | _____ | _____ | _____ |
| 2. Are Soldiers screened and interviewed prior to selection as DSARC? <u>AR 600-20, 8-6</u> | _____ | _____ | _____ |
| 3. Does the command have a Sexual Assault Prevention Plan down to company level? <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |
| 4. Does the command have a Predeployment and Redeployment Plan that incorporates Sexual Assault Prevention and Response and current information? <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |

Are Commanders and Senior Leaders down to company level knowledgeable of the Sexual Assault Prevention and Response Program:

- | | | | |
|--|-------|-------|-------|
| 5. Duties and responsibilities of the DSARC in Garrison and Deployment. <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |
| 6. Duties and responsibilities of the UVAs. <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |
| 7. Reporting Options. <u>AR 600-20, Appendix H</u> | _____ | _____ | _____ |
| 8. Understand the training requirements. <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |
| 9 Utilize the Commander's Sexual Assault Victim Assistance Checklist as a guide when responding to allegations of sexual assault? <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |

SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

10. Are Commanders familiar with the Sexual Assault Fact Card for Leaders and Soldiers and ensure dissemination to every member of the unit? AK Suppl 1 to AR 600-20

11. Does the Battalion Commander at a minimum update the victim on the status of the case 14 calendar days after the initial report, monthly thereafter, and conduct a follow-up within 45 days after disposition of the case? AR 600-20, 8-5o (28)

Has the Commander incorporated Sexual Assault Prevention and Response training into the overall unit training plan?
AK Suppl 1 to AR 600-20

12. Annual and Quarterly Training Guidance

13. Quarterly and Semi-Annual Training Brief

RATING FOR AREA V (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 11 sub-areas

AREA VI. DEPLOYABLE SEXUAL ASSAULT RESPONSE COORDINATOR (DSARC)

1. Is the DSARC actively serving as the Sexual Assault Prevention and Response Program Advisor to the Commander and primary point of contact with the Eighth Army Sexual Assault Prevention and Response Executive Agent and the Area SARC?
AK Suppl 1 to AR 600-20

2. Is a copy of the DSARC's appointment orders on file and has a copy been forwarded to the Eighth Army Sexual Assault Prevention and Response Executive Agent?
AK Suppl 1 to AR 600-20

3. Is a copy of the DSARC's certificates of training (DSARC & UVA) on file and has a copy been forwarded to the Eighth Army Sexual Assault Prevention and Response Executive Agent? AK Suppl 1 to AR 600-20

4. Has the DSARC completed the 40 hours USFK Unit Victim Advocate (UVA) certification training and the 8 hours DSARC certification training? AK Suppl 1 to AR 600-20

5. Does the DSARC track and maintain the status of UVAs, their PCS/ETS dates and forward the data to the Eighth Army Sexual Assault Executive Agent utilizing the Eighth Army DSARC and UVA Tracker? AK Suppl 1 to AR 600-20

**SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM
ADMINISTRATION**

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

6. Is a copy of the UVAs appointment orders and certificates of training on file and have copies been forwarded to Eighth Army Sexual Assault Executive Agent? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
7. Are DSARC and UVA certification course applications submitted to Eighth Army Sexual Assault Program and Response Executive Agent IAW the published OPORD? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
8. Does the DSARC serve as a Sexual Assault Training resource in the unit? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
9. Does the DSARC monitor, track, and report SAPR training to the Eighth Army Sexual Assault Executive Agent? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
Is the DSARC knowledgeable of the duties and responsibilities of the SARC and are the following required forms and reports on file? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
10. DSARC and UVA Release of Information Form	_____	_____	_____
11. USFK DSARC and UVA Training Course Data Form	_____	_____	_____
12. UVA/DSARC Statement of Understanding	_____	_____	_____
13. UVA/DSARC Supervisor Statement of Understanding	_____	_____	_____
14. Declination of Victim Advocates Services	_____	_____	_____
15. Monthly Area Statistical Report	_____	_____	_____
16. Offender Data Sheet	_____	_____	_____
17. Survivor Surveys	_____	_____	_____
18. Termination of Victim Advocate Services	_____	_____	_____
19. Sexual Assault Review Board Minutes Format	_____	_____	_____
20. Monthly Area Restricted Statistical Report	_____	_____	_____
21. Victim Data Sheet	_____	_____	_____
22. Victim Reporting Preference Statement	_____	_____	_____
23. Victim Questionnaire	_____	_____	_____
24. Victim's Rights Under 1990 Victim Rights and Restitution Act	_____	_____	_____

SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

25. UVA Initial Report	_____	_____	_____
26. UVA Follow-up Report	_____	_____	_____
27. UVA Final Report	_____	_____	_____

RATING FOR AREA VI (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 22 sub-areas

AREA VII. UNIT VICTIM ADVOCATES (UVA)

1. Are the UVAs actively serving as the Sexual Assault Prevention and Response Program Advisor to the Battalion Commander and primary point of contact with the DSARC, Eighth Army Sexual Assault Prevention and Response Executive Agent and the Area SARC? <u>AK Supp 1 to AR 600-20</u>	_____	_____	_____
2. Is a copy of the UVAs appointment orders on file and have copies been forwarded to the Eighth Army Sexual Assault Prevention and Response Executive Agent through the DSARC? <u>AK Supp 1 to AR 600-20</u>	_____	_____	_____
3. Have the UVAs completed the 40 hour USFK Unit Victim Advocate (UVA) certification training? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
4. Is a copy of the UVAs certificates of training on file and have copies been forwarded to Eighth Army Sexual Assault Prevention and Response Executive Agent through the DSARC? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
5. Do the UVAs provide the DSARC their status and PCS/ETS dates for submission to Eighth Army Sexual Assault Prevention and Response Executive Agent utilizing the Eighth Army DSARC and UVA Tracker? <u>AK Supp 1 to AR 600-20</u>	_____	_____	_____
6. Are UVAs certification course applications submitted to Eighth Army Sexual Assault Prevention and Response Program Executive Agent through the DSARC IAW the published OPORD? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
7. Do the UVAs serve as a Sexual Assault Training resource in the Battalion and down to company level? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____
8. Do the UVAs monitor, track, and report SAPR training to the Eighth Army Sexual Assault Prevention and Response Executive Agent through the DSARC? <u>AK Suppl 1 to AR 600-20</u>	_____	_____	_____

SECTION I- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM ADMINISTRATION

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

- | | | | |
|--|-------|-------|-------|
| 9. Are UVAs on call and released for duty in support of the Garrison's Victim Advocate Program? <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |
| 10. Are UVAs released from duty on the Area SARC duty roster 30 days prior to PCS? <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |

RATING FOR AREA VII (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)
A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 8 sub-areas

SECTION II- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

AREA I. PREVENTION AND TRAINING

- | | | | |
|--|-------|-------|-------|
| 1. Is Sexual Assault Prevention and Response training annotated on the training schedule? <u>AR 600-20, 8-7b (1)</u> | _____ | _____ | _____ |
| 2. Is Sexual Assault Prevention and Response training annotated on the long range and short range calendar? <u>AK Suppl 1 to AR 600-20</u> | _____ | _____ | _____ |

Do all Leaders and Soldiers attend and participate in the following required training?
NOTE: New Horizon Day training does not meet the below requirement.

- | | | | |
|--|-------|-------|-------|
| 3. Semi-annual unit level Sexual Assault Prevention and Response Training. <u>USFK 600-20, 12c</u> | _____ | _____ | _____ |
| 4. Newcomers Sexual Assault Prevention and Response Training. <u>USFK 600-20, 12c</u> | _____ | _____ | _____ |
| 5. Commanders and Senior Leaders' Sexual Assault Prevention and Response Training. <u>AR 600-20, 8-5q (11)</u> | _____ | _____ | _____ |

Do all Leaders and Soldiers ensure that SAPR is incorporated in the following areas and do they actively participate as required? AK Suppl 1 to AR 600-20

- | | | | |
|--|-------|-------|-------|
| 6. Holiday and Safety Briefings | _____ | _____ | _____ |
| 7. USFK "Under the Oak Tree Counseling" | _____ | _____ | _____ |
| 8. Predeployment and Redeployment Training | _____ | _____ | _____ |

|

SECTION II- SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM FUNCTIONS

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY NA

9. Does the DSARC receive a minimum of 8 hours of quarterly sustainment training conducted by the Area SARC?

AK Suppl 1 to AR 600-20

10. Do the UVAs receive a minimum of 8 hours of quarterly sustainment training conducted by the Area SARC?

AK Suppl 1 to AR 600-20

11. Have the applicable Sexual Assault First Responder Group (SAFRG) members assigned as Law Enforcement, Criminal Investigators, SJA, Health Care Providers, and Chaplains received sustainment training on essential training tasks?

AK Suppl 1 to AR 600-20

12. Do UVAs submit initial, monthly, and annual SAPR Training Reports to the DSARC?

NOTE: At a minimum, unit documentation must include the date, time, location, instructor, topic, length of training, and signed attendance rosters. AK Suppl 1 to AR 600-20

RATING FOR AREA I (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 10 sub-areas

AREA II. RESPONSE

1. Is the Area SARC notified immediately upon receiving knowledge of a sexual assault?

AK Suppl 1 to AR 600-20

2. Do commanders 0-5 or above sign the unit commander's report of disposition on sexual assault cases? USFK 600-20, Section IX, 44

3. Do Leaders and Soldiers know and understand the sexual assault reporting options?

AR 600-20, Appendix H

4. Does the command take immediate steps to ensure the victim's physical safety, emotional security, and medical treatment needs are met for all unrestricted reported sexual assault incidents? AR 600-20, 8-5o (1)

RATING FOR AREA II (COMMENDABLE, SATISFACTORY, OR UNSATISFACTORY)

A Satisfactory rating is awarded if you score a "COMPLY" in a minimum of 3 sub-area

RATING SUMMARY:

SECTION 1 (SAPR PROGRAM ADMINISTRATION)

NUMBER OF SUB-AREAS INSPECTED: _____

NUMBER OF SUB-AREAS RATED COMMENDABLE: _____

NUMBER OF SUB-AREAS RATED SATISFACTORY: _____

NUMBER OF SUB-AREAS RATED UNSATISFACTORY: _____

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

SECTION 2 (SAPR PROGRAM FUNCTIONS)

NUMBER OF SUB-AREAS INSPECTED: _____

NUMBER OF SUB-AREAS RATED COMMENDABLE: _____

NUMBER OF SUB-AREAS RATED SATISFACTORY: _____

NUMBER OF SUB-AREAS RATED UNSATISFACTORY: _____

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

OVERALL RATING FOR THE SAPR PROGRAM:

OVERALL RATING: COMMENDABLE SATISFACTORY UNSATISFACTORY

SIGNATURE/DATE OF INSPECTOR: _____

SIGNATURE/DATE OF UNIT POC: _____